

## EMPLOYMENT OPPORTUNITY

Internal XX Opening Date: November 24, 2023  
External XX Closing Date: December 20, 2023 5 p.m.  
Grade: Full-time G-6  
Salary: \$15.96 - \$23.94 / hr / (DOE)  
Increase to a G-7 upon certification  
Vernal City is an Equal Opportunity and Affirmative Action Employer  
and does not discriminate against the disabled in employment services.



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### PLANNING TECHNICIAN / BUSINESS LICENSE CLERK

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#### Summary of Responsibilities:

Under the general supervision of the Assistant City Manager, provides clerical assistance in the maintenance of the City's planning, building and business licensing records and correspondence, answers phones and greets the public.

#### Example of Duties:

1. Greets the public and answers the phones.
2. Accept applications and payments for water and sewer connections, encroachment permits, site plans, zoning applications, building permits, petitions and other applications associated with planning, and building departments of the City. Verifies that needed information on such permits, petitions and applications has been provided by the applicant.
3. Assist in maintaining planning, zoning & building department records and input necessary information as required.
4. Aid in the preparation and delivery of Vernal City Planning Commission reports and presentations.
5. Aid in taking and preparing minutes for the Vernal City Planning Commission when necessary.
6. Assist in scheduling inspections for the building inspection division.
7. Act as a liaison with the Chamber of Commerce in assisting new businesses and help residents understand items needed to open a business.
8. Receive applications for business licenses including beer, liquor consumption, temporary, special events, taxi-cabs, door-to-door etc. Facilitate approvals of these applications by coordinating inspections and reviews necessary for approval.
9. Review business license policies and procedures and recommend changes for better efficiency and meet the needs of the City.
10. Issue and maintain business license files including preparing, mailing, e-mailing and maintaining business license renewals.
11. Keep updated on State, local and federal laws pertaining to business licensing and recommend changes to supervisor when necessary.
12. Performs other duties as assigned.

#### Minimum Qualifications:

1. Graduation from an accredited High School or equivalent.
2. A thorough knowledge of and a demonstrated proficiency in the operation of computer software including word processing, data base and spread sheet software.
3. Ability to successfully keyboard 45 words per minute with no errors.
4. Two (2) years demonstrated experience in secretarial or clerical work.
5. The City may consider an equivalent combination of education and experience that would provide the required knowledge, skills and ability.
6. Ability to obtain business license certification within a two (2) year period.

#### Method of Selection:

Review of Applications  
Interviews  
Background check & drug screen

**APPLY TO:** Vernal City HR Office  
374 East Main  
Vernal, UT 84078  
E-mail: [hr@vernalcity.org](mailto:hr@vernalcity.org)

(435) 789-2255 Phone  
(435) 789-2256 Fax

## VERNAL CITY APPLICATION REQUIRED